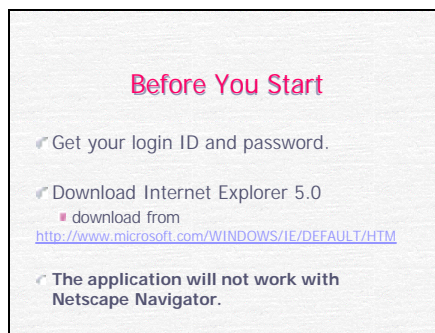


Slide 1



Welcome to our workshop. We are going to walk you through the steps for submitting your gifted program application using the web-based, automated process, and explain changes to the application from last year. We think the changes are enhancements that will make the application easier and help you to avoid making errors.

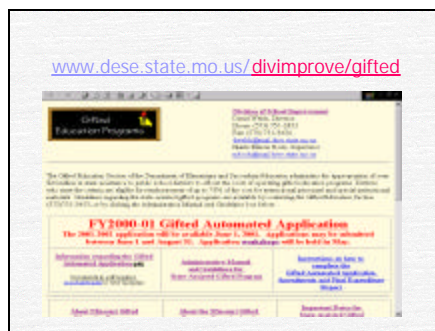
Slide 2



Before you start, you need to have a login ID and password (if you had one last year, it will still work.) If you have a new program or new personnel, request the login ID from DESE's Security Administrator (there is a link to the request form at the top of the login page.)

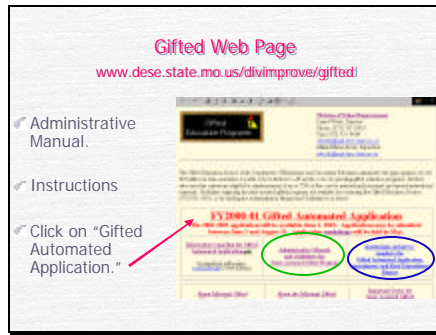
You also need to make sure you have Internet Explorer as your Web browser. **The application will not work with other browsers.**

Slide 3



Download and print the Administrative Manual for State-Assisted Gifted Programs from the DESE Website. We are no longer mailing the Manuals. You can also access workshops schedules and Dual Credit/AP reimbursement information here, and view your district's gifted program application as well as applications for other districts. Our phone numbers and e-mail addresses are shown at the top of the page, or you can use the webreply link to send us a message.

Slide 4



If you need help as you are submitting or amending your application, click on “Instructions” for step-by-step directions on the application

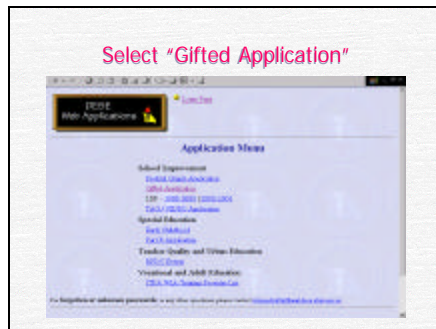
To access the Automated Application, Click on the red FY 2001-2002 Gifted Automated Application banner.

Slide 5



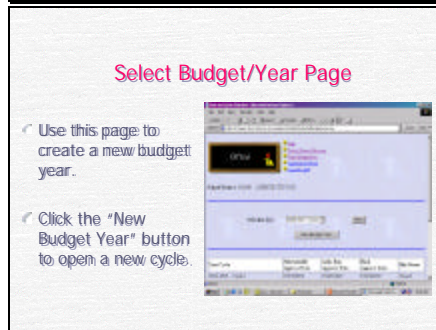
After clicking on the Automated Application banner, you will get the Login page for automated applications. Enter your user ID and password, then click “Login.” Note: If you do not have or cannot remember your user ID, send an email to the Security Administrator. The email address is on the screen.

Slide 6



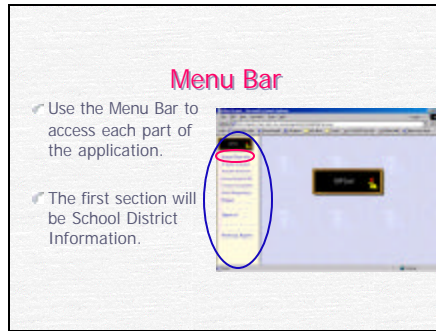
Then click on “Gifted Application.” If Gifted Application is not on the list, it is because you do not have a login I.D. and password for that application. You will need to contact the web applications Security Administrator and request one.

Slide 7



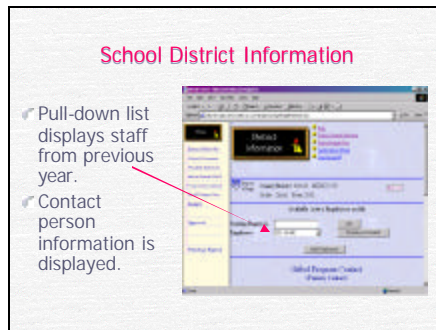
This is the Select Budget Year page. You will see the last cycle and approval dates from the 2000-2001 application. Click on “New Budget Year” to initiate your new year and cycle. This will take you to the Menu page of the application.

Slide 8



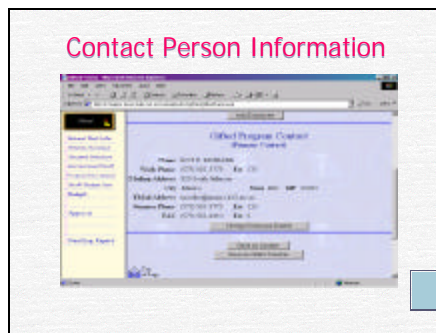
Use the Menu Bar to move from one part of the application to another. It is necessary to complete the application sections in the order listed.

Slide 9



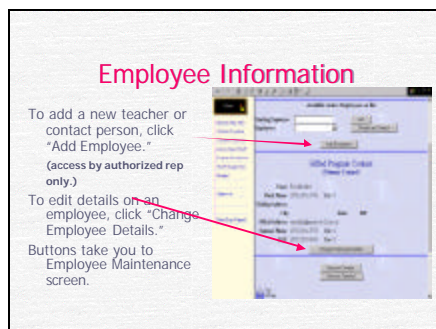
On the School District Information page, you will be able to view your instructional staff and contact person information. The teachers who were on your application for the 2000-2001 school year will be in the pull-down list, and the contact person's information will be displayed.

Slide 10



The person who is designated as Program Contact Person will be shown on the School District Information page, with phone numbers, address, and e-mail address. You can update this information by clicking the "Change Employee Details" button, which takes you to an Employee Maintenance screen.

Slide 11

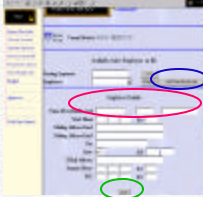


ONLY THE DISTRICT'S AUTHORIZED REP HAS AUTHORITY TO ADD OR REMOVE EMPLOYEES. In order to add names of new staff, click on the "add employee button." You will get a new page where you can enter the names of any new teachers in your program. If you need to change information on an employee, click the "Change Employee Details" button, and you will get an Employee Maintenance screen so that you can change or add information.

Slide 12

Employee Maintenance

- ✓ Add the name of a new employee, and click save.
- ✓ Click "Add New Employee" to add another person.
- ✓ Save each set of information.
- ✓ If Contact Information is displayed, it can be edited and saved.

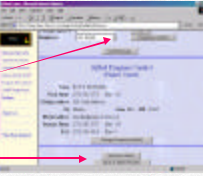


Only the contact person will need to have all of the information completed. Teachers only require first and last names. If you leave out any required information, you will get an edit message when you click the save button. Make sure to give a current email address for your contact person. This address is where your notifications will be sent when your application is approved or disapproved.

Slide 13

Save Changes

- ✓ Return to School District Information.
- ✓ Use the pull-down list to highlight each new staff member, and Save as Teacher or Contact.

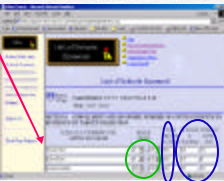


Use the pull-down list to highlight and "save as teacher" each new staff member. If a new person is the contact for your program, you will need to save him or her as Contact. The teachers saved on this page will carry through to the Instructional Staff page, where you will add salaries and benefits for each teacher.

Slide 14

Schools and Grades Screened

- ✓ Enter names of all schools.
- ✓ Use pull-down list to select grade levels served.
- ✓ Enter TOTAL enrollment in targeted grade levels.
- ✓ Enter numbers to be served in your gifted program.

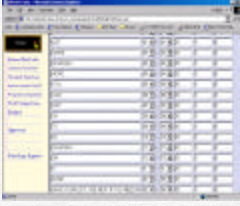


On the Schools Screened page, enter the schools in which students are screened for your state-assisted gifted program, the targeted grade levels and enrollments, and the numbers you expect to serve. Be sure to use the pull-down lists to select the grade spans. Enter the enrollments from last October's Core Data. The tab key will take you from field to field on this page. You can enter up to 20 schools on a page. Use the scroll bar to move down the page.

Slide 15

List of Schools Screened

- Up to 20 schools per page.
- SAVE each page.
- Use "next" button for new page.



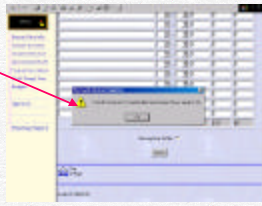
You can list up to 20 schools on a page, then click the save button. If you have filled the page, you will see a next button. Click that button for a new page so you can add more schools.

Slide 16

SAVE Each Page

Error message box = NO SAVE

Correct your entries and SAVE again.

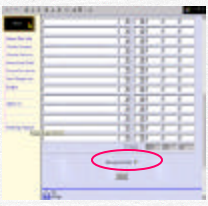


Save each page before moving to another screen. If you have failed to enter some required information or if you are above the 5% limit, you will get an edit message. You will need to correct your entries and click the save button again.

Slide 17

Exemption Box

If you have a 5% limit exemption, check this box.




If your district has followed procedures for an exemption to the 5% limit, click the check box on this page. Your totals over 5% will be calculated, but you will not get an error message. If you need an exemption, consult your administrative manual for procedures.

Slide 18

Student Selection Criteria

Use this page to enter selection criteria for your program.

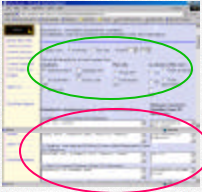
Check boxes and pull-down lists indicate subject areas and grade levels.



You will notice that the information on this page refers to selection of students for your program, and not your screening procedures for finding students to test. We expect that districts have procedures in place for deciding what students should be tested for their gifted programs, but we do not ask for that information here. If the evaluation instruments and criteria are the same for all of your students, you only need to use one set of boxes. Use the scroll bar to move down the page as needed if you have different identification criteria for special populations or for specific parts of your program.

Slide 19

Student Selection




- ✓ Use the check boxes to show the subject and grade levels for your program.
- ✓ Enter all testing instruments used, and cut-off scores for each.

This is an example of how most selection criteria would look. Most districts will only have one set of selection criteria. You will notice that there are no “components” of your program. Use a set of four boxes to enter the criteria that are the same for all students. Check the boxes that apply to subject areas and grade levels, enter all testing instruments used and the cut-off criteria for each one. Either Academic or Fine arts **MUST** be indicated, grade levels must be selected and at least one item in the area under “check all that apply” must be checked.

Slide 20

Student Selection



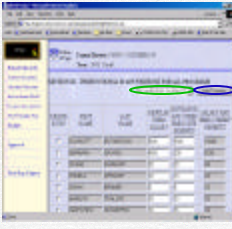
- ✓ Example of alternate selection criteria (K-12 students with Learning Disabilities.)

If you have “alternate” selection for fine arts or for a special population, use a set of boxes for those criteria, and use the check boxes to show the special area or special population for whom the criteria are used.

Be sure to refer to the Administrative Manual for guidelines regarding student selection and placement.

Slide 21

Instructional Staff




- ✓ Use the pull-down list and “add teacher ” button to place each teacher’s name in the grid. (You will not be able to type the names in.)
- ✓ Enter regular-term salary and district-paid benefits.
- ✓ Save each Page.
- ✓ Use “next” for new page.

The pull-down list will display all the teachers for your district. Use the pull-down list to select the teacher you want to enter, and click the “Add Teacher” button to place the teacher’s name in the grid. (You will not be able to type the names in.) Then enter the regular-term salary and district-paid benefits for each teacher. Complete each line with name, salary and benefits as you go. Save each page (or more often, if you want to.) If you have more than 10 teachers, you will get a “next” button after you save the

Slide 22

Staff Changes

- ✓ Check the "Delete Rows" box to remove a teacher.
- ✓ The teacher will remain in School District Information.




first page. Use that button to get a new page for entering additional teachers.

If you have a staff change during the year and need to remove a teacher from your program, use the check box under "Delete Rows." This will remove the teacher and salary information, and will also remove the teacher from the Program Description section, but the teacher's name will remain on the School district Information page. Do not remove the teacher there unless he or she has left your district.

Slide 23

Program Description

- ✓ Describe the delivery system(s) for your program, including student contact minutes.
- ✓ You do not need to have separate "components."



On the Program Description screen, write a brief description of your program delivery system, including the amount of weekly pullout time for students and total teacher time. If a teacher is an ERT, give the number of minutes per week that the teacher spends in indirect instruction, as well as the class contact time. GRT positions show only teacher time.

Slide 24

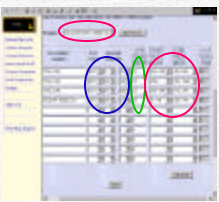
Program Description

Use pull-down lists to select teacher name, and "Add to List."

Choose position type, (RRT, SCT, ERT, etc.) and grade levels.

Enter student numbers.

Use pull-down lists for student and teacher weekly minutes.



Select the teacher name from the pull-down list, click on "Add to list," and the name will appear in the grid. IT IS VITAL THAT YOU USE THE PULL-DOWN LIST and the "Add Teacher" button. Then use the pull-down list to select the position code and grade range. Enter the caseload, and select the range of weekly minutes for each student, and the total teacher minutes. Be sure you have no edit messages before you continue. For teachers who are ERT's, include both the direct and the indirect instruction time in the teacher's total

weekly minutes. (Indirect can be no more than 20% of the total.) This is different from previous years in which you used two lines to show direct and indirect instruction.

Do not include time spent in planning, travel, administration, or testing. After you save, each teacher's percent reimbursable will be calculated into the grayed box on the right.

Further information about instructional positions can be found in the Administrative Manual for State-Assisted Gifted Programs, on pages 11 and 12. Instructions for entering Core Data for each type of teacher position is also in the Guidelines, as well as the Core Data Manual.


Up to ten teachers may be listed on one page. Remember to save your work often, and especially before you move to another page. The "next" button will take you to a blank page to enter additional teachers, if needed. (The teacher at the bottom of the first page will appear at the top of the next page as a way for you to know where you are.) "Previous" takes you back to pages that have been entered and saved.

The Staff Budget Summary page will display your teachers, salaries and benefits, total percent reimbursable, and the amount applicable to gifted program. There is nothing to enter and nothing to save. Check to make sure that the display includes all teachers in your program, and that all times were entered correctly. If salaries need to be changed, make the changes on the Instruction Staff page. They

Slide 25

Program Description


- ✓ Remember to SAVE your work often.
- ✓ After saving, you can use the "next" button to enter more teachers, if needed.



Slide 26

Staff Budget Summary


- ✓ This page displays all instructional staff and salary information.
- ✓ Check accuracy.



Slide 27

Budget

- ✓ Salary and Benefit totals will be displayed.
- ✓ Enter total for Materials/Supplies, and Capital Outlay (Equipment.)



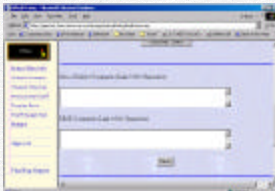
cannot be made on this page.

Salaries and benefits will be displayed. Enter the amounts you plan to spend for materials/supplies and capital outlay, and be sure to save the page. The amounts you plan to spend for Materials/Supplies and Capital Outlay are not to exceed a combined total of \$50 per student. Capital outlay is equipment, defined as any item with a unit price of \$1,000 or more.

Slide 28

Budget

- ✓ You may enter comments or questions.
- ✓ Save the page.




After entering your amounts for materials/supplies, capital outlay, enter any comments you may have for DESE. Most of you will not have comments to enter, but anything that is unique or unusual about your program, such as a program composed of two or more school districts, may be entered here. In situations where a consortium of districts has a program, only the fiscal agent will submit an application. When you amend your application, it is helpful for us if you enter a comment telling us what sections have been amended. Don't forget to save the budget page.

Slide 29

Submitting the Application

- ✓ Go to the Approval Page.
- ✓ The Superintendent or Authorized Rep. will review the application.




The authorized rep will review all parts of the application, and read the assurances that are printed on the Approval page. If you want to print the assurances, print them before clicking the “District Agrees” button.

Slide 30

Assurances

- ✓ Verify assurances by Clicking the "District Agrees" button.
- ✓ The current date will appear.

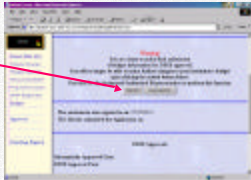


The school district's authorized representative will verify the assurances page by clicking on "The District Agrees." The button will be replaced by the current date.

Slide 31

Submit Application

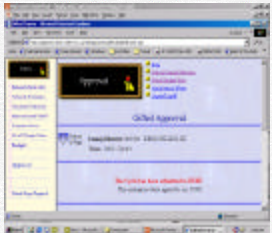
- ✓ Click the "Submit" button.
- ✓ Your application is not submitted until you complete this step.



The date of the assurance agreement will appear (you will no longer see the list of assurances,) and the "Submit" button will appear. The only person who will see the submit button is the one who has authority to submit the application. Clicking the "Submit" button is the last step in sending the application to DESE for review and approval. After the page refreshes, you will see a message that says "Cycle has been submitted to DESE."

Slide 32

After you submit, you will see this screen.



You will receive an email message when your application has been approved. You will also get an email message if your application is disapproved. If you get the "disapproved" message, log on to your application and read the comment on your Budget page. This will tell you what needs to be changed on your application before it can be approved. Your application will be open, so you can make the changes. Then the application will have to be re-submitted.

Slide 33

DESE Approval


- ✓ When your application is approved, you will get an e-mail message informing you of its approval.
- ✓ If changes need to be made before final approval, we will notify you.

After submitting, you can log on to the web site and view the Select Budget/Year page to see your substantially approved date. If you see an “open” cycle, go to the budget page and look for a comment from DESE regarding changes that need to be made.

Slide 34

Application Status

- ✓ Log onto the Select Budget /Year Page to see your approval dates.
- ✓ The Substantially Approval Date is July 1 for all districts.
- ✓ When your application has been approved, you will see the final approval date, and “closed” under Edit Status.



Any time you want to check the status of your application, you can log on and view the “Select Budget/Year page. You will see the approval dates for all cycles. If you see an “Open” under Edit Status, this means that you have an application or amendment that has not been submitted. You will also have an open edit status if an application or amendment is disapproved.

Slide 35

Amendments

- ✓ Applications can be amended.
 - October 1 – November 30
 - February 1 – March 31


Amending your application will assure that your funding is correct.

Applications can be amended up to four times during the year, but amendments can be submitted only during two “amendment windows.” The first window is between October 1 and November 30, and the second window is between February 1 and March 31. Please amend your application if your enrollments, salaries, or materials budget change so that you will receive the correct amount of funding.

Slide 36

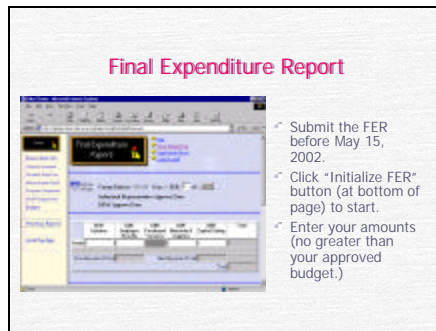
Amendments

- ✓ Click the “Budget Amendment” button to open the new cycle and to go to the Menu Page.
- ✓ Make and save changes. Note changes with a comment on the Budget page.
- ✓ Authorized Rep must submit the amendment.



To submit an amendment, go to the Select Budget/Year page and click the “Budget Amendment” button to open a new cycle (the button will only appear during the amendment windows.) Click the Menu button to enter your application, and use the Menu Bar to move from section to section. Make any needed changes, save each page, and have

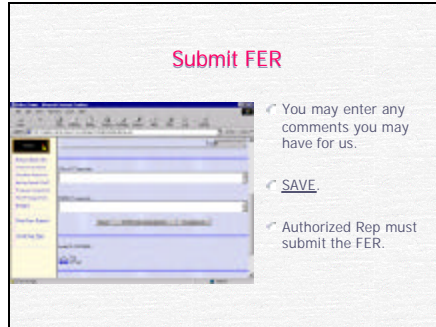
Slide 37



your Authorized Rep. resubmit the application (on Approval page.) It is helpful to us if you indicate the changes you have made by placing a comment on the Budget page.

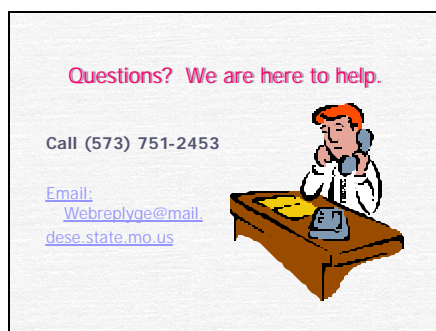
FER's must be submitted by May 15, 2002. If all expenses have not been paid by this time, You should be able to project the amounts for the remainder of the fiscal year with considerable accuracy. First you must click the "Initialize FER" button at the bottom of the screen. The FER 0 of 0 will read "1 of 1." (You will see the button only during the open window for submitting FER's.) Enter your amounts, which cannot be greater than the approved amounts on your budget page.

Slide 38



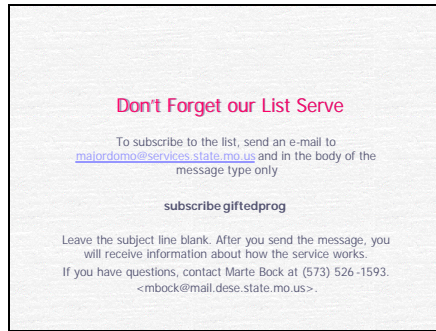
You may enter comments in the comment box. Don't forget to save your FER, and the Authorized Rep has to submit it. (Submit button will be at the bottom of the screen.) After your FER is acknowledged by DESE, you will be able to amend it if necessary. There will be an "Amend FER" button on the page. Click that button to create FER 2 of 2. Then make and save your changes, and submit the amended FER.

Slide 39



Questions? Feel free to call or e-mail us. We are available to help you from 7:30 to 4:30, Monday through Friday. If we aren't in, leave us a message and we'll call you back as soon as possible.

Slide 40



The Listserv is an electronic mailing list that is our primary method of sending you information and updates on State Gifted Programs. Electronic mailings save staff time and are much more economical than paper mailings. You can subscribe to the list serve by visiting the Gifted Education page of the DESE web site. Click on the Listserv box for instructions. You may also view recent messages that have been sent. If your e-mail address changes, don't forget to subscribe the new address to the listserv. While **it is vital for the gifted program contact person to be on the subscription list**, anyone may subscribe.